

<b>ROLE DETAILS</b>	
Role Title:	Director of Professional Development
Department:	Exec
Reports to:	CEO
Reportees:	PS&E Executives and Academy Executives
<b>PURPOSE OF THE ROLE</b>	
<p>The purpose of the role is to lead the development and implementation of the Professional Development Strategy for the organisation. To lead and manage the team responsible for all professional development product development, Professional Standards, continuing professional development (CPD) policy, learning delivery, professional development accreditation, Recognised Centre accreditation, Quality Assurance (QA) and Compliance.</p>	
<b>KEY FUNCTIONAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Compliance in the awarding of regulated qualifications</li> <li>• Rigorous approach to assessment leading towards the achievement of a qualification or attainment of professional membership grade</li> <li>• Position the Academy as chosen professional development partner for both organisations and individuals</li> <li>• Review and embed Professional Standards throughout all product lines</li> <li>• Oversee CPD Policy</li> <li>• Responsible for profitability of all professional development service lines</li> </ul>	
<b>KEY ACCOUNTABILITIES</b>	
<b>EXECUTIVE</b>	
<ul style="list-style-type: none"> <li>• Participate as a member of the Executive Team in identifying and addressing all strategic and operational issues</li> <li>• Contribute to the preparation of the Institute's overall strategy and business plan</li> <li>• Lead on identifying future skills requirement for the Workplace and facilities management (FM) profession.</li> <li>• Represent the organisation within Government and other relevant groups relating to the professionalisation of workplace and facilities management practitioners.</li> </ul>	
<b>AWARDING ORGANISATION</b>	
<ul style="list-style-type: none"> <li>• Ensure IWFM is compliant with all regulatory requirements and ensure preparations are made for any future changes in regulations.</li> <li>• Review system, human, intellectual and financial resource capabilities to ensure ability to deliver in line with regulation, QA policies and procedures.</li> <li>• Ensure rigorous and fair policies and procedures are in place for the benefit of the learners and in line with regulations and best practice.</li> <li>• Review the qualification portfolio in line with market changes and feedback from industry to ensure they are fit for purpose and respected within the Workplace and FM industry.</li> <li>• Monitor and evaluate the QA processes and ensure all policies and processes are up to date and being adhered to.</li> </ul>	
<b>TRAINING</b>	
<ul style="list-style-type: none"> <li>• Oversee the development of the Academy strategic and operational plan for incorporation into the wider IWFM strategic plan</li> <li>• Ensure the training portfolio is in line with market changes and feedback from industry to ensure it is fit for purpose and respected within the Workplace and FM industry</li> <li>• Monitor performance of the training offer both financially and reputationally</li> </ul>	

	<ul style="list-style-type: none"> <li>Evaluate procedures and customer feedback to ensure outstanding customer experience and protection of the IWFM brand.</li> </ul>
	<p><b>PROFESSIONAL STANDARDS</b></p> <ul style="list-style-type: none"> <li>Review and develop the Professional Standards in line with market changes and feedback from industry to ensure they are fit for purpose and respected within the Workplace and FM industry.</li> <li>Ensure the standards are embedded throughout the organisation's offering and there are clear links between the standards and IWFM products and services</li> <li>Champion the Standards and raise awareness levels within the profession, industry, Government, and opinion formers</li> <li>Develop practical applications where the Standards can be used by individuals and/or organisations to assess skills, assist in undertaking a training needs analysis and developing programmes of support.</li> <li>Migrate assessment of membership applications and introduce professional competence experiential route to Certified grade</li> </ul>
	<p><b>CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)</b></p> <ul style="list-style-type: none"> <li>Review and develop the IWFM philosophy to CPD, launch revised Policy and implement procedures to monitor adherence to requirement</li> <li>Ensure clear links and cohesion between the recognition of all forms of professional development delivered centrally, through the volunteer network, self-learning and 3rd parties.</li> </ul>
	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>To support the Institute in all matters to achieve its objectives</li> <li>To represent the Institute professionally by promoting its aims and objectives to all stakeholders including industry sector stakeholders. Understanding the profession and the wider industry the Institute operates in and by attending events to bring this knowledge back into the office and applied through practices</li> <li>To work collaboratively across all functions in a productive, tolerant and supportive way</li> </ul>
	<p><b>PROFESSIONAL QUALIFICATIONS/ACCREDITATIONS AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>Formal qualification at degree level</li> <li>Previous experience working in a Professional Body</li> <li>Successful track record in leading and developing qualifications</li> <li>Experience of continuous professional development principles</li> <li>Understanding of complex business issues and implications for professional development on a global basis</li> <li>Business experience with strong commercial awareness</li> </ul>
	<p><b>TECHNICAL SKILLS</b></p> <ul style="list-style-type: none"> <li>Risk Management</li> <li>Excellent written and verbal communication skills</li> <li>Excellent stakeholder management skills</li> <li>Excellent project management skills</li> <li>Strategic external thinking with clear customer focus</li> <li>Confident presenter (as will represent IWFM externally)</li> <li>Collaborative, inclusive and supportive leadership style</li> </ul>
	<p><b>BEHAVIOURAL SKILLS</b></p> <ul style="list-style-type: none"> <li>Ability to lead, motivate, inspire and develop people</li> </ul>

- Excellent interpersonal skills
- 'Can do' attitude
- Ensure that robust governance is embedded in area of responsibility
- At all times demonstrate behaviours that are consistent with your role as a director in the organisation and in line with the IWFM Values;
  - Confident and Bold
  - Human and Inspiring
  - Knowledgeable and Insync
  - Active and Energetic
- Comfortable with, demonstrates and encourages continuous self-reflection.
- Be responsible and be held accountable